Department of the Navy Smart Card Configuration Control Board
(DON SC CCB)
Concept of Operations (CONOPS)
18 December 2003

1. PURPOSE

a. This CONOPS document provides general guidelines under which the DON SC CCB will conduct its business. References below set the overall policy direction for the DON Configuration Management process. This document provides working level detail about how the DON SC CCB will function.

b. This CONOPS is intended as a "living" document, to be modified over time according to the needs of the DON SC CCB.

2. REFERENCES

a. Memorandum, DON CIO, subject: Smart Card and Public Key Infrastructure Policy Memorandum, 19 May 2003.

b. Department of the Navy Smart Card Configuration Management Plan, 8 October 2003.

3. MEMBERSHIP

The DON SC CCB consists of three members, one each from DON eBUSOPSOFF (the Chair), CNO (N61), and HQMC C4. DON SC CCB principal members may delegate their responsibility and authority with notice to the other members. Members may invite other attendees, who may have an interest in, or technical or functional expertise relating to, subject matter being discussed by the DON SC CCB. Meetings will not be open to the general DON community.

4. SCOPE OF DON SC CCB

a. Reference a directs that the DON SC CCB be formed to provide oversight for smart card configuration management and to ensure consistency among DON smart cards. Reference a also directed that the DON eBusiness Operations Office (eBUSOPSOFF) develop reference b, the DON Smart Card Configuration Management Plan. These two documents provide the high-level framework for the DON SC CCB to operate.

b. Smart card chip memory may be allocated for DON enterprise, USN-specific, or USMC-specific initiatives. The DON SC CCB, as it reviews Change Request Proposals

(CRPs), will encourage migration of any duplicative Service-unique allocation requests towards DON enterprise initiatives.

    c. Smart card CRPs will be submitted through the appropriate chain-of-command to the DON eBUSOPSOFF. All CRPs will contain required assessment material to include, but not be limited to, information on the purpose of the request, a business case analysis of the initiative, the name of the initiative sponsor, a risk assessment, and an illustration of the funding baseline.

    d. On an as-available basis, the eBUSOPSOFF will disseminate CRP documentation to DON SC CCB members for review. DON SC CCB members will review the documentation in view of the action required and tasked by the Chair, and be prepared to represent their viewpoint.

    e. The Chair of the DON SC CCB reports to DON CIO and provides the Board's recommendations regarding CRPs and the use of smart card technology. Any issues not resolved by the DON SC CCB that require further attention will be brought to the DON CIO for resolution.

5. MEETINGS

The Chair of the DON SC CCB will call meetings as dictated by the submission of and need for consideration of CRPs, or when there is other business relevant to the DON SC CCB. Initial meetings will proceed on an as-needed basis. Eventually, a more formal schedule of meetings may be appropriate. Meeting agenda items will be published in advance, and will include, but not be limited to: review of active CRPs, prioritization among other CRPs, and review of process performance. Meetings may be held in person, as conference calls, video teleconferences, or as email exchanges, as directed by the Chair.

6. VOTING

Voting will take place at the call of the Chair. Only the three principal members (or their delegates) have voting privileges. All DON enterprise initiatives will require unanimous approval from the DON SC CCB members.

7. ROLES AND RESPONSIBILITIES

    a. The Chair will:
- Call and conduct DON SC CCB meetings.
- Establish procedures for the DON SC CCB's efforts consistent with the DON Configuration Management Plan.

- Distribute copies of CRP documents to DON SC CCB members for review within 1 week of receipt.
- Ensure that CRPs are reviewed in a timely manner such that SC CCB recommendations are provided to the DON CIO within 90 days of submission of the final CRP to the DON eBUSOPSOFF. (Note that this applies to the <u>final</u> CRP; if, for example, the initial submission is inadequate and needs to be returned to the originator for additional rework, the 90-day clock does not start until the SC CCB has a complete submission).
- Serve as the principal liaison between the SC CCB and DON CIO. This includes preparing and presenting DON SC CCB recommendations to the DON CIO; coordination with DON CIO to review all approved space allocation requests prior to submission to DOD; etc.
- Review, update, coordinate, and maintain changes to configurable item documentation affecting CAC policy, topology, technology, technical activity notification and middleware specifications.
- Coordinate with the DON eBusiness Operations Office for needed administrative support for the DON SC CCB.

b. Members of the DON SC CCB will:
- Participate in DON SC CCB meetings and discussions.
- Review DON SC CCB CRP documentation as needed at various points in the Configuration Management process as required by the Chair.
- Be responsible for voting their organizational coordinated position based upon review and internal staffing of CRP documents.

c. The DON eBusiness Operations Office will:
- Log all draft CRPs and provide guidance for completion.
- Track CRPs through the review process, providing timely feedback to originator and reviewers.
- Distribute copies of CRP documentation to SC CCB members of review; prepare final copies of properly completed and signed CRPs as tasked by the Chair.
- Coordinate technical and policy feasibility reviews for all DON relevant draft CRPs.
- Ensure that technical assessment and level of effort estimates that accompany CRP are provided to DON SC CCB voting members for their review.
- Coordinate activities, as appropriate, with the DOD Access Card Office.
- Maintain technical documentation on smart card technology and document all aspects of the DON-specific space on the CAC.
- Provide support to the DON SC CCB to include such areas as:
  - Administrative support necessary to conduct meetings.
  - Notifying membership of upcoming meetings as directed by the Chair
  - Recording meeting minutes and providing to the Chair for review within two working days after meetings.
  - Publishing meeting minutes for review by board members within 1 week of the CCB meeting.

8. AUTHORITY

The Chair, on behalf of DON CIO, is delegated authority to conduct the activities of the DON SC CCB in such a manner as required to formulate and present formal recommendations to the DON CIO for resolution.

9. EFFECTIVE DATE

This concept of operations is effective upon signing by all DON SC CCB members.

_____   _____
Chair, DON CCB   Date

_____   _____
CNO N61   Date

_____   _____
HQMC C4   Date